

DISPATCH NO. WAG-0339

Page 1 of 1

Copy of

DATE

25X1A

TO :

FROM :

25X1A

SUBJECT: General - Administrative/Finance

25X1A

Specific - Collection from A 1/c [REDACTED] - *See Personnel File*  
Amount of \$3.90 plus 39¢ Tax

\$ 3.90  
 .39  
 \$ 4.29

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1. Information has been received to the effect that subject placed a personal telephone call on 3 May 1956 to [REDACTED] involving approximately four minutes through official facilities. Unless the conversation held was for official purposes it is kindly requested that a collection be effected from subject in the amount of \$4.29, payable to [REDACTED] and forwarded to this Headquarters for disposition.

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2. If for any reason the call is determined to be official, the reason therefore should be clearly stated and forwarded in support of funds expended. Your usual prompt attention will be appreciated.

3. Inasmuch as there have been several calls of this nature, which require a considerable amount of time in effecting collections and making disposition thereof it is suggested that all personnel be informed that the Telephone Company will charge an individuals home telephone number upon request and they should make such requests when possible for any personal call initiated.

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ECS/DCI:DNC/aer/2 July 1956

## Distribution:

O&amp;I - Addressee

3 - Proj. Pers. file

4 - MEX (follow up file)

5 - Cont. file 1913

6 - Reading

7 - Chrono

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DISPATCH NO.

NO CHANGE IN CLASS

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